

Charter School for Applied Technologies  
**317 Vulcan Street, Buffalo NY 14207**  
**BOARD OF TRUSTEES MEETING 11/12/2019**

**MINUTES**

**Board Members Present:** David Quackenbush, John Cinquino, Michael Keller, Karen Kelley, Andrea Pasioka, Joseph Berti, Lisa Smith, Danielle Salasavage, Ian Donnelly, Michael Stevens

**Unable to Attend:** Robert Mikulec, Kenneth Robinson

**Others Present:** Andrew Lyle, Tanya Moore, Garrick Loveria, Susan Jurewicz, Ann Morgante, Gregory Mott, Tralina Middlebrooks, Brett Lutterbein, Thomas Sullivan, Keith Banas, Daniel Scholze, Nicole Killian, Jessica Johnson, Elaine Reynolds, Terri Quick

**MINUTES**

Motion to approve the October 8, 2019 Minutes, including permanent committee reports and those submitted under ad hoc committee, made by Mr. Berti, seconded by Mrs. Pasioka. Minutes approved.

**PUBLIC COMMENTS**

Jessica Johnson, Music Teacher, updated the Board on recent Fine Arts events, including elementary school Art Club, the middle school's performance of Aladdin, Jr and the high school's Mixed Chorus performance at the Buffalo News this week.

Mr. Quackenbush mentioned the newest addition of the Trustee Handbook has been provided for each member.

**PRESENTATION**

Library Media Specialists Elaine Reynolds and Terri Quick gave a presentation on accomplishments and goals for the CSAT Libraries. Our libraries have a total of 13000 materials, offer a summer reading program, assist with the annual Celebration of Reading, and participate in a Library Helper Program and Battle of Books, a competition between schools in which our high school is the reigning champion. The circulation has quintupled in recent years and the hiring of two library media specialist has helped a great deal. As for future goals, the plan is to have a comprehensive media curriculum program in place for 2021-2022. A Makerspace at the

middle school would be ideal and the hiring of a FT Media Aide would allow for the library to be open every day. At the high school, a new floor plan for the current space would allow us to optimize what we now have. There is also a proposal to expand the library at the middle school with new construction or expanding over the band room. A brief video was shown featuring Jason Reynolds.

### **PERMANENT BOARD COMMITTEES**

**Quality Assurance**-Mrs. Smith highlighted the recent QA committee meeting (see pages 6 & 7 of packet). The committee spent most of the meeting discussing the Charter Visit and the summary provided by Mr. Lyle. The committee reviewed academic performance, grade level assessments, data mining, additional supports and Regents exam gaps. The Regents exam gaps correspond to the issues we are having with literacy. The committee also reviewed the sub-group results (ELL, ENL) and those results are good. SED will look at how we attract ELL, ENL students in our marketing efforts. It should be noted that CSAT does not graduate any of our high school students with a certificate of attendance. The committee also discussed some of the issues observed in grades 3-8 assessments and how to address those issues. It should be noted that there has been substantial growth since our last charter renewal.

**Finance**- To be discussed in Executive Session

### **AD HOC BOARD COMMITTEES**

**Appeals** – Mrs. Kelley reported on one appeal from a middle school parent regarding a permanent suspension for fighting. The parent was not appealing the suspension, but rather a request to have the fighting incident removed from the student’s permanent record. The request was denied.

**Facilities**-Mr. Keller commented on three projects that are in process, the surface lot, high school crosswalk and the middle school PLTW classroom. Due to a number of delays, the surface lot and crosswalk have been moved to the spring of 2020. The new PLTW classroom in middle school will be ready next week.

### **OLD BUSINESS**

**None**

### **NEW BUSINESS**

**Enrollment** – Mr. Loveria reviewed the enrollment report (pg. 8); the current enrollment is 2,347. The K-8 enrollment is steady and the high school is having 7 new students start today, although Ms. Morgante reported that only 5 showed up. Mrs. Kelley asked about how we

compare in past years with enrollment of ELL and ENL learners. Mr. Lyle will provide those numbers. There was additional discussion on IEP students. Mr. Lyle will prepare talking points to members as it relates to IEP students and its effects on charter schools.

**Personnel Report** – Mr. Lyle reviewed the personnel report (pgs. 9-11). The report is self-explanatory with new hires, new substitutes, position changes, resignations and Family Leave requests. A motion to accept the Enrollment and Personnel reports was made by Mr. Donnelly, seconded by Mr. Berti. Motion approved

**Policy Vote**- Mr. Loveria requested the Board approve an update to the school's policy on Instruction, namely removing the Gifted and Talented and Drivers Education section and adding Health & Mental Health Education. Mr. Quackenbush asked the members to review the update and be prepared to vote at the December 2019 meeting.

## **ADMINISTRATIVE REPORT**

**Cabinet Report**- No Report

**Principals Report**- Mrs. Jurewicz & Mr. Mott reviewed the I-Ready diagnostic results for both reading and math, which listed the percentage of students at risk in Tier 3, Tier 2 and Tier 1 (handouts were given to each board member to follow). At K-5, gaps were seen in phonics, vocabulary and comprehension. The programs currently in place to reduce those gaps are I-Ready curriculum, vocabulary supplementals, small group instruction, phonics first and leveled literacy instruction. The intervention teachers are serving 234 students, not counting kindergarten. The next assessment will be in January. At 6-8, to address the gaps, programming has focused on targeted professional development such as Ready Core Math and Ready Reading Routines, differentiated instruction, 90 minute ELA & Math periods (45-60 minutes instruction and 30 minute teacher led small group/individual instruction) and the addition of an AIS ELA teacher. The middle school's next assessment will also take place in January.

**Superintendent**-Mr. Lyle announced that the Renewal Visit is now scheduled for Dec. 9-10. There is a request for board approval for a high school trip to Massachusetts in April, 2020. No cost will be incurred by the school. Mr. Lyle will poll the members and provide any further information as needed.

## **ADJOURNMENT**

Motion to move to Executive Session at 6:30 pm to discuss certain matters made by Mr. Cinquino, seconded by Mr. Keller. Motion approved. No action requiring Board vote arose. Motion to leave Executive Session and adjourn the regular meeting at 7:00 pm was made by Mrs. Kelley, seconded by Mr. Berti. Meeting adjourned.

**Next Meeting: Please note change in meeting date; Monday, December 9, 2019, 4:30 pm.**